

# **CITY OF REDMOND ARTS COMMISSION**

## **MINUTES**

**December 13, 2001**

**Old Redmond Schoolhouse Community Center**

**COMMISSIONERS PRESENT:** Chairperson Jill Schmidt, Roger Kjos, Rebecca LaBrunerie, Heidi Houghton, Kay Tarapolsi; Joe Adams arrived at 7:15 p.m.; Youth Advocates Jamie Bakun and Jane Butterfield

**ABSENT AND EXCUSED:** Regina Riley, Cara Byrne, Una McAlinden

**STAFF PRESENT:** Melna Skillingstead, Arts Commission Administrator

**OTHERS PRESENT:** None

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## **AGENDA**

### **I. CALL TO ORDER**

Chairperson Jill Schmidt called to order the regular meeting of the Redmond Arts Commission (RAC) at 7:00 p.m. at the Old Redmond Schoolhouse Community Center.

### **II. APPROVAL OF MINUTES**

**Motion for approval of November 8, 2001 RAC minutes as submitted by:**  
Commissioner Tarapolsi

**Second by:** Commissioner Houghton

**Motion carried:** 5-0 unanimous

### **III. ADDITIONS TO AGENDA**

Action Items:

- Delete V.A. Perrigo Park Art Project Update
- Add V.C. Cultural Facilities Grant for the Teen Center – Letter of Support

### **IV. ITEMS FROM THE AUDIENCE**

No audience present.

## **V. ACTION ITEMS**

### **A. Perrigo Park Art Project Update**

Postponed to January meeting.

### **B. Set Retreat for RAC Goals**

Commissioners chose January 24, 2002 to hold their Goals Retreat, from 7:00 to 9:00 p.m., with a potluck, at the ORSCC. January 31 was set as a backup date, should the other members absent from this meeting not be able to attend. She will e-mail those members not present to poll their date choice.

Commissioner Schmidt asked all members to read the goals and objectives handed out at last month's meeting, as well as to get ideas from the Eastside Cultural Impact Study. Skillingstead stated it is recommended to develop their goals and objectives first, then inform the City Council of any changes. Some of the current goals have been met; others are still pending.

### **C. Cultural Facilities Grant for the Teen Center – Letter of Support**

Skillingstead announced that the Teen Center is applying to the hotel/motel fund for a King County Arts Commission Cultural Facilities Grant. The funding request is related to performing arts; therefore, the Center is asking the RAC for a letter of support to show the King County Arts Commission that they have the support for the project from their local Arts Commission. Kjos recommended Skillingstead draft a letter of support and have Chair Schmidt sign it on behalf of the Commission. There was consensus to do so.

## **VI. DISCUSSION ITEMS**

### **A. Fund Raising/Arts Funding**

Commissioner Schmidt thanked Commissioner Kjos for creating and moving ahead with the Arts Funding Committee.

Kjos announced he would be stepping down as chair of the committee, since he will be leaving the Commission in March. Houghton has volunteered to chair the committee in his stead. Schmidt explained this committee is more of a steering committee for the whole Commission; it is an internal committee that works for the Commission. It gives homework, direction, and input for recommendations to all Commissioners.

Kjos issued members a handout presenting a list of goals generated by the funding committee:

1. Cultivate meetings/public relations with City Council:
  - Kjos wrote a draft of an introductory invitation-to-coffee letter that could be sent independently from each RAC member, one-on-one to a Council member. Each Commissioner would be assigned to one Council member; or, they could meet in teams of two. He asked Commissioners to consider meeting with them between January and March.
  - Houghton presented a sample “meet and greet” memo, outlining RAC history and goals that could be sent to individual Council members. Also included would be a small note advising them of the forthcoming invitation from Commissioners. It was noted to change the second to the last paragraph to “...composed of Mayoral appointed volunteers...”
  - There is a document available listing RAC accomplishments. The committee will meet to assign Commissioners with Council members and e-mail the assignments. The committee will also put together a priority list of topics to discuss with Council. The goal is to provide opportunity for Council to get to know RAC members.
2. Hold a reception for Council members with Commissioners:
  - On February 23, the same night as the “Bottom Line Duo” performance of the Winter Performance Series, the committee will set up a reception to be held for the Council and the RAC. It will be one hour before the performance (6:00 p.m.), in a separate room. Significant others are invited.
  - An announcement would be made for all to stay for the performance. It was suggested that a Council member could be asked to introduce the performance.
3. Give regular reports to the Park Board:
  - Regular reports will start in February 2002. LaBrunerie suggested the report could go to other bodies as well.
  - Commissioners could rotate, two at a time. Each time, one would take the lead with a 4-minute “Item from the Audience.”

Kjos proposed revising and using Cris Berns’ written script to introduce the concerts to help with soliciting donations. LaBrunerie suggested adding to the script, “All [this art] is brought to you by your Redmond Arts Commission...” Kjos also thought that reinstating ticket sales to one or two of the performances could raise more revenue.

Fund raising discussion/ideas:

- Direct-mail campaign. Ask for donations in late winter/early spring. A response card could be provided, asking for a level of giving, along with offering a

“benefit” (i.e. belong to a group, offer a “meet the performers,” etc.). Kjos offered to organize and manage the campaign. Houghton and Jane Butterfield will serve on the committee with Kjos.

- Bettencourt will meet with the Mayor and Danny Hopkins on 1/8/02 to learn if a government agency such as the Arts Commission do this type of fund raising, and, if so, the direction it would take.
- Schmidt emphasized educating the politicians and continuing to develop the goal. She supported presenting a campaign to the public, although recognized a presentation is premature at this time.
- Adams suggested using the Chamber of Commerce mailing list, and getting involved with local businesses.

## **B. Curator for Outdoor Art Exhibit**

Schmidt reported they did not receive a response from the call for an Outdoor Art Exhibit curator. Skillingstead reiterated that due to Susan Asia raising her fee from \$2,500 to \$7,500 (not including the honorariums), and consequently exceeding RAC available funds for the project, it therefore necessitated a call to other curators.

Skillingstead announced they would extend the deadline and re-advertise through a magazine list used for advertising by the Kirkland Arts Center. A letter would also be sent to the current participating artists to invite them to continue to show their piece through the end of August. Or, they could choose to remove their sculpture at the end of March, and put a different piece in the exhibit for a year (receiving an additional honorarium). She also stated that having a curator on-board by spring would give time to prepare for a fall showing.

Commissioners offered other ideas:

- Offer Susan Asia a reasonable and affordable fee by the RAC budget.
- LaBrunerie will check with the Microsoft curator to ask what is a reasonable fee, and other information concerning the scope of the project. (Skillingstead will send her an RFP)
- Skip the middleman and handle the exhibit in-house; find one within the Parks and Recreation Department who could manage the project.
- Advertise, do a call for artists, but re-revisit the selection process with a different method.

Commissioners will continue discussion next month, based on LaBrunerie’s research.

## **C. Annual Report Preparation**

Schmidt met with Skillingstead regarding the format of the next Annual Report. They agreed to delete the charts with statistics; instead, a short, summary paragraph would be written. This would allow more space for literary arts, the new mission

statement, arts education achievements, etc. The grants and performing arts space would stay the same. Less space would be needed for visual arts. A statement about the Arts Funding and Literary Arts Committees would be added, as well as a report of volunteer hours.

Schmidt asked Commissioners to study their area of expertise and write pertinent information to include. She and Jamie Bakun will work on the design together. Schmidt circulated pictures that could be included in the piece. She will have a draft idea by next meeting. Commissioners are to come prepared with ideas for the next meeting, or e-mail information to Schmidt before then.

## **VII. REPORTS**

### **A. Arts Commissioner/Committees**

#### **1. Chair and Vice Chair**

##### **a. Chairperson Schmidt**

Skillingstead, Schmidt, and a visual arts committee person went to Andrew Carson's studio to view his sculpture work. Carson expressed interest in applying for the fire station artwork project. Schmidt will bring his portfolio next month to the RAC meeting for viewing samples of his work.

##### **b. Vice Chair McAlinden**

None (Vice Chair absent).

#### **2. Visual Arts**

Schmidt reported on the following:

##### **a. Fire Station Art Project**

An artist from Oregon, Merrill Denny, attended the Visual Arts Committee meeting, and was interested in applying for the fire station art project. He has designed the bike racks by Redmond Town Center. A prospectus will be sent to him.

A mailing of 4,200 postcards and 215 prospectuses went out today for the Fire Station Art Project. The Visual Arts budget cannot support the hiring of a consultant; however, a sub-committee has been set up to review applicants and select the artist for the project.

### **b. Leary Way Bridge Mural Project**

An idea is in formation for the Leary Way bridge mural project; however, Skillingstead is waiting for a response from King County and the Redmond Public Works Department to get approvals for the project.

### **3. Literary Arts**

LaBrunerie reported that the spring issue of *Focus* goes to print on 1/30/02. Commissioners were asked to submit all articles, including book recommendations, to her by the 1/15/02 deadline. Houghton suggested using a list of authors from the “Arts to Literacy” program in the Arts Education curriculum. LaBrunerie will contact McAlinden for the list.

### **4. Photo Documentation**

Schmidt has the photos returned by Cris Berns. No direction exists for the photos currently, other than to categorize them. Schmidt has separated out some photos for Commissioner McAlinden’s curriculum project.

### **5. Arts Education**

Schmidt reported that McAlinden met today with Julie Goldsmith, LWSD Curriculum Coordinator. Today marked the one-year anniversary of the conception of the arts curriculum project. Also, it was the last day for the art curriculum meeting, where members finalized the second grade curriculum. The kindergarten and first grade curriculum are already done. By fall, K-2 will have all the lessons. Schmidt noted the lessons are very thorough and creative. The Arts Education Committee will apply for a King County Arts Commission grant in January to fund the third through sixth grade curriculum, because the entire framework is now in place. The consultants have committed to another year.

Schmidt noted that if the project can be done in four years instead of two, it would save them money and a year’s worth of time.

They discussed the artist in residency part of the curriculum with Jeff Johnson regarding how much he would do, and coverage of line art concepts. A brief description of his plan would be presented at the next committee meeting.

In January, the teacher training will occur. February through April, the lessons will be taught and Jeff Johnson will do his residency. In May, the teachers will do their assessments. Skillingstead reported that the consultants recommended a larger training piece for the teachers. So for next year’s grant, it is possible to get

funding approved and the contract written before July, so teachers might be able to earn credits.

Skillingstead praised McAlinden and Byrne for their outstanding work on this project.

Houghton inquired about filming the project via RCTV. Skillingstead stated that the teacher training of 1/16/02 would be taped, but that photographing the children could require authorization. She asked the committee to consider how it would be used if they did film the children.

## **6. Grants**

None.

## **7. Performing Arts**

Adams reported the Thistle Theatre performance went very well; there were more people than chairs. The next showing will be *Captain Smartypants* on January 26, 2002.

Houghton reported there are no advertising cards at the library. Skillingstead will follow up.

## **8. Arts Funding**

(See V.I.A.)

## **9. Cultural Plan Update**

Tarapolsi reported that her library search for available grants was not as productive as anticipated due to limitations on locations. She did refer a couple of ideas to Skillingstead.

Skillingstead stated she would look into the King County Special Project Fund. In a PRO Plan discussion she will have next week with Tim Cox, Manager of Parks Planning, she will ask him to include questions about cultural arts or arts facilities in their survey. The survey will appear in the summer issue of *Focus*. She asked Commissioners to think of questions to frame that kind of information for which they are looking. Questions for the survey may be sent to Houghton, Tarapolsi, or Skillingstead.

## **10. Youth Advocate**

Bakun reported she handed out the Winter Performance Series flyers in her school.

She attended the Visual Arts Committee meeting with Naomi Call presenting the mural project, and came up with some ideas. She had teens in art classes write ideas (brainstorm) themes they could use; however, most were not constructive enough to be used. The artist from Oregon, Merrill Denny, who attended the committee meeting, came up with some good ideas. Schmidt noted they would be working on a presentation to show Commissioners in the future; no timeline has been established yet.

Butterfield reported that the next school newspaper deadline for articles is Monday, 12/17/01. However, she recommended that the next edition in January would be more profitable for advertising.

## **11. Marketing**

LaBrunerie reported she met with Patrick Hirsch of RCTV to put together an outline for the TV piece. They would work from a script, and ad lib, as well. Skillingstead and Schmidt requested to review the script. The organization will be finalized in January, filmed in February, and ready to air in March in a one-half hour TV spot. Adams will introduce and elaborate on pieces of art around Redmond. Viewers will hear that the show is brought to them by the Arts Commission, and a mention of donations will be made.

It was suggested to research data on the 1918 artwork of Elise Farrel-McWhirter in the Parks & Recreation City Annex, as citizens would like to know about her background. Dudley Carter was also suggested (the library and King County Arts Commission would have more information). LaBrunerie welcomed any additional ideas.

## **B. Staff Reports**

Melna Skillingstead reported on the following:

### **1. Joint Meeting/Social with Park Board**

Hopkins is setting up a joint meeting/social with the Arts Commission and the Park Board, sometime in February or March. LaBrunerie recommended March, due to the other items on the February agenda. Hopkins has asked Skillingstead to give a report on the RAC at the January 3 Park Board meeting.

### **2. Annual Report**



Commissioners were asked to write committee report drafts and send them to her or Schmidt for the Annual Report draft to be presented next month.

### **3. Call for Artists for 2002 Arts Awards**

Skillingstead asked for suggestions for soliciting artists to create the 2002 arts awards. Commissioners had the following ideas:

- A jewelry/small sculpture artist previously considered in the past
- Kathy Hargrave, an art teacher and glass artist at Eastlake High School
- Garth Edwards
- Choose different mediums from past applicants that haven't been used before
- Kevin Kilstrom for masks

Skillingstead will contact these recommended for consideration at the January or February meeting.

### **4. January RAC Meeting Televised - Council Chambers**

The January RAC meeting will be televised in the council chambers. Commissioners were reminded to dress appropriately.

## **VII. ADJOURNMENT**

The meeting was adjourned by Chair Schmidt at 8:50 p.m.

Minutes prepared by Recording Secretary: Pamela K. Maybee, *Call A Typist*

**NEXT REDMOND ARTS COMMISSION MEETING:  
January 10, 2002  
Old Redmond School House Community Center  
7:00 p.m.**